



CITY OF EUREKA

COMMUNITY DEVELOPMENT DEPARTMENT

531 K Street • Eureka, California 95501-1146
Ph (707) 441-4160 • Fx (707) 441-4202 • www.ci.eureka.ca.gov

Sign Permit

Overview

The Sign Permit review process reviews signs for conformity with the City of Eureka's Sign Ordinance Regulations and Permit requirements.

Sign Permits are required prior to the placing or erecting of any sign, outdoor advertising, the display of any character, or the placement of a sandwich board sign. The Community Development Department Staff can assist you in determining whether a Sign Permit will be required.

How to Apply

Sign Permit applications are available at the Community Development Department, 3rd floor, City Hall, or on the Department's website at www.ci.eureka.ca.gov. Staff can assist you with the materials needed for a complete application packet. Once you have put together a complete application packet, return the application packet along with the application fee to the Department for processing.

The Process

Step 1: Application Acceptance, Department Review

Once your application has been submitted and fees collected, Staff will perform a preliminary review of the application to determine if the application is complete. Should your application be found incomplete, you or your agent, if you have designated one, will be contacted and advised what items must be submitted before processing can continue.

Step 2: Administrative Approval

Once your application packet has been accepted as complete, and all other project clearances (except building permits) have been obtained, then the Director of Community Development may administratively approve the Sign Permit application. You will then receive a letter from the Department indicating the Sign Permit has been approved.

Step 3: Design Review Meeting

When a Sign Permit is required in conjunction with Architectural Review, after the application packet has been accepted as complete and all other project clearances (except building permits) have been obtained, the project will be scheduled before either the Design Review Committee or the Historic Preservation Commission if the property is listed on the Local Register of Historic Places. You will receive a copy of the agenda stating the date, time and location of the meeting. You, or an authorized representative need to be in attendance at the meeting. If the Design Review Committee, or Historic Preservation Commission approves your application, or if the conditions or modifications recommended by the Committee are acceptable to you, your application can be approved.

Step 4: Appeals

If your application cannot be approved, or you cannot agree to the conditions or modifications recommended by the Design Review Committee or the Historic Preservation Commission, your project is automatically referred to the Planning Commission for approval, conditional approval, or disapproval at their next available public meeting.

You as the applicant can appeal decisions of the Planning Commission; the appeal must be filed with the City Clerk within 10 calendar days of the Planning Commission's decision. Appeals must be submitted in writing on forms provided by the City Clerk and be accompanied by the required fees.

Other Permits and Reviews

In addition to completing the Sign Permit process, you may be required to obtain additional permits or reviews prior to proceeding with your project, such as Design Review, Historic Preservation Review, Building permits, or Encroachment permits. Community Development Department Staff can discuss with you what additional permits or reviews may or will be required.

How to Get Help

Call, e-mail or visit the Community Development Department; we are available to discuss your project with you. You may also wish to hire a consultant, such as an architect, engineer, land surveyor, or professional planner to assist you; a listing of qualified professionals is available in the yellow pages of the phone directory.

Supplemental Application Form

Please complete the information below by checking the appropriate boxes and attaching additional sheets for the supplemental information as necessary. If you have questions regarding this Supplemental Application Form, the application process, or general planning questions, please do not hesitate to contact the Community Development Department at the address and phone number shown above. Office hours are Monday - Friday 8 a.m. - noon and 1 p.m. - 5 p.m.

| | |
|----------------------------------|--|
| Type of Review | Number of sets of colored drawings to be submitted |
| Administrative Approval | 1 |
| Design Review Committee | 9 |
| Historic Preservation Commission | 14 |

1. Provide the following:

Done

N/A

(a) A site plan. The site plan should also show the location of all existing and proposed signs on the subject property. *Note: there may be more than one building or commercial use on the property.*

☐
☐

(b) Elevations. The elevations should also show the placement of all existing and proposed signs on the property.

☐
☐

(c) Individual sign details

(i) Sketch of the sign.

☐
☐

(ii) Sign dimensions.

☐
☐

(iii) Type of illumination (if any).

☐
☐

(iv) Description of the type of sign (e.g., free-standing, wall, painted, window, projecting, single or double-sided, etc.)

☐
☐

(v) Description of the sign material (e.g., plastic, wood, metal, vinyl letter, paint, etc.).

☐
☐

(vi) A description of the method of attaching or supporting the sign, including supporting members and hardware.

☐
☐

(d) Color chips for the proposed sign(s).

☐
☐

(e) An inventory of the total sign area of all existing and proposed signs on the property.

☐
☐

(f) The current and proposed use of the business, if different.

☐
☐

2. Indicate which, if any, of the following apply to each proposed sign, attach additional pages as necessary:

Sign Number ____

Yes

No

(a) Is the sign painted?

☐
☐

(b) Is the sign attached to the business identified?

☐
☐

(c) Is the sign a single sided freestanding sign?

☐
☐

(d) Does the sign display the name of a business only?

☐
☐

(e) Does the sign have 3-dimensional lettering or elements?

☐
☐

(f) Does the sign use gold leaf of 14k or higher count?

☐
☐

(g) Does the sign use neon tube illumination?

☐
☐

(h) Does the sign use indirect illumination?

☐
☐

(i) Does the sign incorporate analogous architectural elements?

☐
☐

(j) Do layout elements of the sign extend beyond the borders of the sign?

☐
☐

Revised 10-19-12

SIGN Sup Page 1

Plan Drawings for All Applications

All projects involving construction, alteration, conversion, or other modification to a building, structure or site must submit 1 original, and, if the plans are computer generated, one electronic copy (which may be sent via email) of a Site Plan, Floor Plan and Elevations, unless otherwise stated in the Supplemental Application Form(s) for the application you are submitting. If you are unsure which plan drawings you need to submit, or how many copies to submit, please contact the Department.

All of the plan drawings must be drawn to a standard engineer or architect scale. We prefer plan sheets to be no larger than 11” x 17”, provided, of course, that the detail is legible at that size.

The following items must be included in the title block on EACH plan:

- ✓ Title

✓ Scale

✓ North Arrow

✓ Contact information for the applicant, agent, and/or contractor
- ✓ Property Address

✓ Assessor Parcel number

✓ Date

| | | |
|---|--------------------------|--------------------------|
| 1. <u>The Site Plan should show:</u> | Done | N/A |
| (a) All property lines, with dimensions | <input type="checkbox"/> | <input type="checkbox"/> |
| (b) All adjacent streets, alleys, and easements and distance to centerline of same | <input type="checkbox"/> | <input type="checkbox"/> |
| (c) Sidewalk area as measured from the face-of-curb to the property line | <input type="checkbox"/> | <input type="checkbox"/> |
| (d) Distance from all property lines to all structures (a.k.a. setback dimensions) | <input type="checkbox"/> | <input type="checkbox"/> |
| (e) Square footage of all structures, measured exterior wall to exterior wall | <input type="checkbox"/> | <input type="checkbox"/> |
| (f) Use of all structures | <input type="checkbox"/> | <input type="checkbox"/> |
| (g) Size and location of all off-street parking and loading spaces | <input type="checkbox"/> | <input type="checkbox"/> |
| (h) Landscaping, include size of planter area and the plant material and size (e.g., 5 gallon) | <input type="checkbox"/> | <input type="checkbox"/> |
| (i) Location, size and type of trees to be removed | <input type="checkbox"/> | <input type="checkbox"/> |
| (j) Natural resource areas (e.g., wetlands, riparian areas, etc.) | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Note: Eaves, structures to be removed/demolished, and upper floors may be shown in dashed outline and labeled (e.g., “Shed to be removed”, “New second floor”)</i> | | |
| 2. <u>The Floor Plan should show:</u> | Done | N/A |
| (a) Interior/exterior walls (distinguish between walls to remain, walls to be removed, and new walls); include doors, windows, stairs, porches, decks, etc. | <input type="checkbox"/> | <input type="checkbox"/> |
| (b) Room function (e.g., bedroom, kitchen, shed, garage, office, warehouse, etc.) | <input type="checkbox"/> | <input type="checkbox"/> |
| (c) Structure dimensions | <input type="checkbox"/> | <input type="checkbox"/> |
| (d) Square feet of each room or use in a multi-use building | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. <u>The Elevation Drawings should show:</u> | Done | N/A |
| (a) Building or structure (including signs) height | <input type="checkbox"/> | <input type="checkbox"/> |
| (b) Walls, roofs, overhangs, windows, doors and other architectural features | <input type="checkbox"/> | <input type="checkbox"/> |
| (c) Slope of natural grade and cut/fill lines | <input type="checkbox"/> | <input type="checkbox"/> |
| (d) Exterior building materials | <input type="checkbox"/> | <input type="checkbox"/> |
| (e) Exterior colors or treatments | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Note: Color photographs may be submitted for alterations or additions to existing buildings or structures, including signs</i> | | |